

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

**DECEMBER 1, 2009 AMENDMENTS TO
ECF ADMINISTRATIVE PROCEDURES**

The United States District Court for the District of New Hampshire has amended its ECF Administrative Procedures effective 12/1/09. New matter is underlined; matter to be stricken is crossed out. The ***** denotes omitted text before and/or after the pertinent rule section.

1.1 General Rules

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(b) **Effective Date.** Effective June 1, 2004, as amended ~~May 15, 2008~~ December 1, 2009.

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2.2 Consequences of Electronic Filing

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~~(d) **Filing Deadlines.** Electronic filing does not alter the filing deadline for that document. All electronic filings must be completed before midnight local time in order to be considered timely filed that day unless a different time is established by court order.~~

2.3 Format and Quality Control

(a) **PDF Format Required.** Documents electronically filed must be submitted in PDF format. Unless otherwise provided herein, main documents must be filed in an electronically converted PDF text searchable format. Attachments/Non-Trial Exhibits must also be filed in an electronically converted PDF text searchable format, unless the Filing User possesses only a paper copy of the document to be submitted, in which case a scanned PDF that is not text searchable may be submitted. All scanned documents shall conform with a standard of 300 pixels per square inch.

(b) PDF Documents Exceeding ~~Three~~ Five Megabytes. No individual PDF document exceeding ~~3~~ 5 megabytes will be accepted in ECF. Any individual PDF document exceeding ~~3~~ 5 megabytes must be divided into separate PDF documents of less than ~~3~~ 5 megabytes. Individual PDF documents that exceed ~~10~~ 15 megabytes shall not be electronically filed, but instead shall be submitted on a compact disk. If an individual PDF document exceeds ~~10~~ 15 megabytes and is an attachment/non-trial exhibit, it shall be submitted consistent with AP 2.5(d).

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2.7 Signatures on Electronically Filed Documents

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(d) Objection to Authenticity. A non-Filing User signatory or party who disputes the authenticity of an electronically filed document must file an objection to the document within ~~ten~~ fourteen (~~10~~) (14) days of service of the Notice of Electronic Filing or other service made pursuant to the Federal Rules of Civil/Criminal Procedure.

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3.1 Conventional Filings in Criminal Cases

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(g) Undocketed Submissions. The following documents may be received in paper by the clerk's office in a criminal case, but will not be added to the public docketed in either electronic or conventional format unless ordered by the court: Pretrial Services Reports, Presentence Reports, and Statements of Reasons.

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4.2 Transcripts of Federal Court Proceedings in this District

~~The following shall apply to all transcripts filed after May 15, 2008.~~

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6.1 Participants

(a) **Mandatory Attorney Registration.** Attorneys admitted to the bar of this court and in good standing who intend to appear in an ECF case in this judicial district shall register as Filing Users of the court's ECF system ~~on a form prescribed by the clerk's office~~ by completing an on-line registration form on the court's website at www.nhd.uscourts.gov. Neither represented parties nor incarcerated pro se litigants may register as a Filing User.

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